



QUEEN'S
UNIVERSITY
BELFAST



Queen's
Students'
Union

THE QUEEN'S PARTNERSHIP PROJECT

Guidance for
Completing
Project Template



GUIDE FOR SCHOOLS

What is Student Partnership and Engagement?

Successful student partnership and engagement is designed to develop and apply effective strategies to learning, teaching and assessment, which are subject to review and enhancement through constructive and continuous dialogue between students and staff and where all the stakeholders are capable and equal partners.

Fundamentally, partnership demands a relationship in which students and staff, at all levels and representations are invested in the process of learning and working together. The Partnership is therefore a committed approach and way of working and is not an end-product.

Partnership requires mutual respect and collaboration between students and the University, with direction and priorities agreed.

The Role of Schools

Whilst the University and Students' Union will implement initiatives at strategic levels to enhance partnership and engagement, School-Student partnership has the potential to have the greatest impact and will enable specific responses to the needs of individual Schools and programmes of learning.

Enhanced student voice and representation at School levels can open dialogue and co-operation to effect real and meaningful change and will facilitate accessible review for continual improvement to the partnership process.

Individual School approaches can also serve as examples of best practice for shared learning across the University to support embedding of a culture of partnership.

What is expected of you?

The Director of Education, Director of Graduate Studies/Chair of the School Postgraduate Research Committee (PGT/PGR) and School Representatives should meet at the beginning of each semester to decide how best to initiate a Partnership Project involving the wider student and staff body of their School.

Meet with the wider staff and student body to decide what Project you will undertake.

Ensure Partnership is an item on every SSCC Agenda.

You should aim to complete at least one Partnership Project in the year which must be initiated in the first semester with the option to further develop, embed or extend the project in the second semester or to initiate a second project. If you complete a Project early, for example, or feel the School has the capacity to undertake more at the same time,

then certainly do more! Using the Partnership Projects template, describe, track and review your Project, before sending it to the Students' Union and Academic and Student Affairs in line with the specified timelines noted below.

The DE/DGS/PGRC Chair and School Representatives will formally report to Academic Board in Semester 2 on the progress of their Partnership Projects whilst progress will be reported at different stages to the Student Partnership Group. A summary review report will be provided to Education Committee and Postgraduate Research Committee at the end of the year.

Timelines

- The following are the project deadlines for the pilot year. Please send all confirmations, updates, and submissions to both the SU Education Officer at su.education@qub.ac.uk and Academic Affairs at academic-affairs@qub.ac.uk by the dates/times detailed below, at the latest.

Please clarify 'Partnership Project' and your School in the subject line.

E.g. 'AEL -Partnership Project'

- Project Confirmation:
Friday 30 November 2018 – 12pm
 - o This will allow for confirmation of Student Representatives and conduct of SSCCs.
- Project Update:
To be provided **by the end January 2019** on request from Academic Affairs/Students' Union Education Officer.
 - o Academic Board will be facilitating a meeting devoted to consideration of Partnership projects in early February 2019 at which School representatives will have the opportunity to discuss their project(s). Schools are asked to ensure a suitable representative is available to attend this meeting to provide an update on project(s).
- Project Submission and Evaluation:
Friday 5 April 2019 – 12pm
 - o This could be a second submission if a second/expanded project has been conducted.

Following the final submission of Partnership Projects in Semester 2, the Students' Union Education Officer and the University will undertake a full evaluation of the pilot year. This will involve gathering feedback from students, staff, and any other partners involved.

The Students' Union Education Officer, and Pro-Vice Chancellor Education and Students, would like to thank you for your engagement, help, and support.

SECTION 1: PROJECT PLANNING

Faculty/School(s): Whilst many projects will be defined within individual Schools, there may be occasions when a project might be Faculty-led or co-ordinated across Schools or in collaboration with The Graduate School, for example, where a Project is aimed at enhancing an area of engagement common to a number of Schools or in relation to joint or major/minor degrees across different Schools.

Brief description of Project background and scope: This should include the rationale for the chosen project and the parameters of the project. This might include enhanced roll-out of an existing engagement opportunity within a School or development of existing best practice from another area.

Project application (UG, PGT, PGR): Indicate here each student level the Project will involve. In cases of projects which impact on whole School(s)/Faculty, please tick all boxes.

Partnership key theme(s) relevant to the Project: Indicate here the main aspect(s) of student engagement the Project is intended to enhance.

Project aim and objectives: This should include the overall higher level purpose of the project and any specific objectives or outcomes anticipated.

Measuring the project's success: This should provide a comparator for review and evaluation of the project at its completion and include how you will measure this, for example, the use of surveys. You can detail 'soft' measures of success but you must include at least one definitive benchmark measurement which will be cross-referenced in the review and evaluation (Section 2).

Expected timeline: This should be within the academic year at most.

Action Plan: This table is a planning, monitoring and reporting tool for delivery of the Project in which responsibilities and timelines can be defined.

Sign-off by Lead Partners and Template issued to SU/Academic Affairs: This should be signed by those staff and students listed in earlier in Section 1 and a copy of the completed planning template sent to Academic Affairs and either the SU Education Officer and/or SU Postgraduate Education Officer as appropriate. This should be done in a timely manner ie within two weeks of completion of planning.

SECTION 2: PROJECT REVIEW AND EVALUATION

Achievement of the Project aims and objectives: This should refer back to those detailed in Section 1 and indicate a positive, negative or partial affirmative response. Details can then be provided in the next box.

Outcomes/Benefits achieved: In this section, please indicate specific achievements, referencing the original objectives in Section 1 and providing performance measures to evidence achievement. Any unexpected additional benefits, impact or outcomes can also be described here.

What went particularly well: Indicate any areas that might be built upon, expanded or shared as best practice. This is an opportunity to note learning opportunities which may be of benefit for other internal projects or to other Schools.

What could be improved/done differently: Indicate any areas of learning opportunity for you which you may wish to take forward either in any new projects or as an extension to the original project or which may be shared as learning for other Schools.

Project timeline completion: Indicate if the Project was completed within original timeframes and where this has not been achieved, outline any challenges which presented. This may also feed into the section above.

Resources used: This should inform assessment and evaluation of project success in the context of outcomes and impact against resources.

Overall success of the Project: This should be a balanced assessment of the outcomes and benefits achieved in consideration of resources devoted to the Project. The description should include the basis for the conclusion.

Next Steps: This should indicate any plans to further embed, develop, extend or enhance the work undertaken either to a new or extended project or to share as best practice. If the Project has not been as successful as anticipated, any actions to remedy this could be included here.

Sign-off by Lead Partners and Template issued to SU/Academic Affairs: As with the sign-off in Section 1, this should be signed by those staff and students listed in Section 1 and a copy of the completed template sent to Academic Affairs and either the SU Education Officer and/or SU Postgraduate Education Officer as appropriate. This should be done in a timely manner ie within two weeks of completion of evaluation.